

September 2026

To the employer

The Nicholas Hamond Academy WEX form

Thank you for taking a student for work experience. We are very grateful to you for doing so.

The student will enter the below details onto Unifrog. Once this happens it will generate an email to you from ‘Unifrog’, which you will need to open and click on the link to complete the requested information and provide any documents required.

Below is the information required for the student to help them enter the work experience onto Unifrog, as the starting point of the process.

The student is not allowed to enter the information onto Unifrog without having had this contact and agreement with you first.

Student Section – please write clearly

Student Name	
Male/Female	
The dates of WEX	
Date of birth	
Placement Coordinator	Mrs Warnes
What are your objectives for the placement? E.g. what skills do you want to get out of it? What would you like to see and observe?	

Cont...

Cont...

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Employer Section – please write clearly

Employer/Business Name	
Employer placement lead Name:	
Are you related to the student?	
Placement address	
Postcode	
Employer placement lead work email:	
Telephone or mobile of main contact	
Title of student's placement	
Working days AND times	
Estimated total hours	
Is this an in-person placement?	
Meal breaks	
What clothing should the student wear?	
The duties the student will the student be carrying out	

Kind regards.

K Warnes

K. Warnes
Director of CEIAG